

# **SYSTEM/38**

**VIDEO-BASED TRAINING**

**COMPUTER  
TECHNOLOGY  
GROUP**

**Telemedia, Inc.**



## SYSTEM/38 VIDEO-BASED TRAINING

The Computer Technology Group's growing library of SYSTEM/38 video-based courses uniquely addresses the training requirements of the full SYSTEM/38 installation. Recognizing that end-users and technical DP staff have differing needs, perspectives and types of interaction with the system, the Computer Technology Group provides two separate training paths:

- The SYSTEM/38 end-user curriculum.
- The SYSTEM/38 technical DP professional curriculum.

Video-Based Training blends professionally developed and produced video and text material into a complete training experience. Computer Technology Group courses are produced with the highest standards of video quality using a variety of graphics techniques to enhance learning; that is, no "camera at the back of the classroom" or "chalk-talk" with a lecturer at the blackboard.

## KEY FEATURES

**Modular Course Design.** For a given course (or courses) the sequence of units can be varied by audience (e.g., management vs staff), thus reducing the amount of time required for training.

**Self Contained.** Each course is completely self-contained, including all instructional material and exercises needed to master the subject. All you need in addition to course materials is access to a video cassette player.

**Hands-On Exercises.** Courses provide hands-on exercises for immediate use and retention of skills.

**Mastery Learning.** Each Computer Technology Group course defines the objectives to be mastered upon completion. With the self-paced Video-Based Training approach individuals may review any portion(s) of the course they wish until they have mastered the content. Mastery tests are provided.

## COURSE MATERIALS

**Student Guide.** This guide has multiple functions. It serves as a roadmap to the course and provides the text narrative, introduction and summaries of the video presentations and evaluative tools such as written and hands-on exercises.

**Video Modules.** One video module is provided for each Unit of a course.

**Administrator's Guide.** One Administrator's Guide is included with each course. It provides guidelines for scheduling and for tailoring the course to the organization and to specific audiences.

## SUMMARY OF BENEFITS

- Separate curricula for end-users and technical DP professionals.
- Increased comprehension and reduced learning time through:
  - Visual/graphic techniques.
  - Screen simulations.
- Self-paced format ideal for individuals or groups.
- Consistent training every time.
- Content within courses can be tailored to specific audiences.
- Implemented on-site; no travel required.
- Can be reviewed at will.
- Immediately available on an ongoing basis for new audiences, new hires.
- Can be scheduled to company and individual student's time availability.

## COMPUTER TECHNOLOGY GROUP

The library of Video-Based SYSTEM/38 courses from the Computer Technology Group gives you the best in training today, from course developers with over a decade of experience in multimedia data processing training. The Computer Technology Group is a division of Telemedia, Inc., a worldwide organization dedicated to the transfer of technical knowledge and skills for over 15 years.

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310 S. Michigan Avenue Chicago, IL 60604







### COMPUTERS AT WORK COURSE 101

#### Course Summary

The Computer Technology Group has found many S/38 users are also first time data processing users. For these individuals—as well as first time users of other systems—COMPUTERS AT WORK provides an excellent introductory computer course.

The course uses extensive “documentary style” video techniques to show a variety of computer applications impossible to explain in a traditional classroom lecture, presenting concepts in a way that brings the material “alive.” Videotapes include visits to computer and microprocessor manufacturers, businesses and institutions using numerous applications, and they contain interviews with top people in the field.

#### Intended Audience

This course is intended as a first course in data processing, with no prerequisite required. It is applicable for users of all types of hardware and software.

#### Materials Included

COMPUTERS AT WORK is self-contained and includes:

- Fifteen Video Modules
  - UNIT 1-EVOLUTION: COMPUTERS YESTERDAY AND TODAY
  - UNIT 2-THE COMPUTER SYSTEM: MACHINES AND PEOPLE
  - UNIT 3-HARDWARE AND SOFTWARE
  - UNIT 4-SEQUENTIAL PROCESSING APPLICATIONS
  - UNIT 5-DIRECT ACCESS APPLICATIONS
  - UNIT 6-SYSTEMS DEVELOPMENT: A CASE STUDY
  - UNIT 7-COMPUTERS IN BUSINESS
  - UNIT 8-COMPUTERS IN SOCIETY
  - UNIT 9-TELEPROCESSING SYSTEMS
  - UNIT 10-DISTRIBUTED PROCESSING SYSTEMS
  - UNIT 11-DATABASE PROCESSING SYSTEMS
  - UNIT 12-MICROCOMPUTERS: THE PERSONAL ASSISTANT
  - UNIT 13-THE AUTOMATED OFFICE
  - UNIT 14-COMPUTER CRIME AND SECURITY
  - UNIT 15-YOU AND THE FUTURE
- STUDENT GUIDE
- ADMINISTRATOR'S GUIDE

#### OVERALL COURSE OBJECTIVES

Upon completion of COMPUTERS AT WORK, you will be able to:

- List and define the four “generations” of computers.
- Explain the four functions of a computer system.
- List and define the five components of a computer system.
- Understand the relationship between hardware and software (programs).
- List the terms that relate to the hardware component of computer information systems.
- Discuss the software (program) component of computer information systems.
- Define and discuss the relationship of the types of computer programs.
- List and discuss the most popular high-level programming languages used today.
- Explain the interface between people and hardware.
- Identify the most important characteristics of sequential file systems.
- Discuss *data representation* and *magnetic tape data storage*.
- Discuss three typical direct access file processing applications.
- Understand the relationship of the five components of a computer information system to direct access file processing.
- Explain the *file organization* and *record access* technique that is unique to direct access file processing systems.
- List and discuss in sequence the steps in the systems development process.
- List the major categories of computer applications in business.
- Discuss the impact microcomputers are having on business.
- Explain the difference between a *business computer system* and a *business teleprocessing system*.
- Name the basic hardware components of a distributed processing system.
- Name the three basic configurations of computers in *networks*, and briefly describe each.
- Explain the difference between a *file processing system* and a *database processing system*.
- Describe the function of a *database management system (DBMS)*.
- Describe a microprocessor.
- Name the components of a microcomputer system and briefly describe each.
- Describe the automated office and discuss possible future innovations with respect to word processing.
- List six categories of EDP security controls.

## **UNIT 1-EVOLUTION: COMPUTERS YESTERDAY AND TODAY**

- Computer Evolution
- Computers Today—Application Examples
- Computers Yesterday
- Major Contributors to Computer Development
- Explanation of Computer Generations
  - First generation
  - Second generation
  - Third generation
- Fourth Computer Generation
  - Increasing miniaturization—"computer on a chip"
  - Economies of scale—cost, components, power
- Basic Functions of Computer Hardware
  - Input
  - Processing
  - Output
  - Storage

## **UNIT 2-THE COMPUTER SYSTEM: MACHINES AND PEOPLE**

- The Five Components of a Computer Information System
  - Hardware
  - Programs
  - Data
  - Procedures
  - People
- Functions of Hardware and Program Components
- Functions of Data Components
- Functions of Procedures and People Components

## **UNIT 3-HARDWARE AND SOFTWARE**

- Consumer Awareness of Microcomputers
- The Software Boom in the 1980's
- Computer Hardware Terms and Definitions
- Data Communications
  - Modem
  - Telephone lines
- Computer Hardware
  - Central processing unit
  - Types of memory
  - Input devices
  - Output devices
  - Storage hardware (secondary)
- Computer Center Security
- Computer Software
  - Applications programs
  - Systems programs
- Computer Languages
  - Machine language
  - Assembly language
  - High-level languages

## **UNIT 4-SEQUENTIAL PROCESSING APPLICATIONS**

- Overview of Sequential File Processing Applications
- Characteristics of Sequential File Systems
  - Two types of files
  - Rewriting of master file
  - Batched transactions
- Data Representation
  - Binary numbering system
  - Bits and bytes
  - Character coding convention
- Data Storage Techniques with Magnetic Tape
  - Characteristics of magnetic tape
  - Magnetic tape organization
  - Magnetic tape as a storage medium—advantages and disadvantages
- Sequential Processing Application—An Example
- Typical Computer Center Procedures for Processing Sequential Files
- Record Matching Algorithm
- Sequential File Processing Procedures
  - Error detection
  - Backup and recovery procedures
- Advantages and Disadvantages of Sequential File Processing Applications

## **UNIT 5-DIRECT ACCESS APPLICATIONS**

- Introduction to Direct Access Processing
- Hardware for Direct Access Processing
  - Disk packs
  - Floppy disks
  - Drums
  - Mass storage devices
- Programs
  - Application programs
  - System services
  - Operating systems
- Data Storage Techniques
  - Data organization
  - File organization
- Procedures
  - Normal operations
  - Backup and recovery

## **UNIT 6-SYSTEMS DEVELOPMENT: A CASE STUDY**

- Overview of the Systems Development Cycle
- The Feasibility Study
- The Requirements Definition
- System Alternative Specification
- Evaluation and Selection of Alternatives
- Systems Design
- Systems Development and Testing
- System Implementation



## **UNIT 7-COMPUTERS IN BUSINESS**

- Overview of Computer Applications in Business
- Traditional Types of Computerized Business Applications
  - Status information
  - Information-bearing documents
  - Automated control
- Common Accounting Applications
- Banking and Finance Applications
- Sales and Marketing Applications
- Manufacturing Applications
- Impact of Computers on Management Decisions

## **UNIT 8-COMPUTERS IN SOCIETY**

- Overview of Effects of Computers on Our Society
- Computer Impact
  - Educational system
  - Law enforcement
  - Health professions
  - Television communications
  - Legal profession
- Artificial Intelligence

## **UNIT 9-TELEPROCESSING SYSTEMS**

- Introduction
- The Hardware Component
  - System components
  - Transmission media
  - Sources of transmission lines
  - Line management styles
- Computer Programs Component
  - Operating system
  - Applications programs
  - Communications control programs
  - Protocols
- The Data Component
- The Procedures Component
- Personnel

## **UNIT 10-DATABASE PROCESSING SYSTEMS**

- Overview
- Problems of File Processing Systems
- Definition of Database Processing
- Database Data Organization
  - Integrated files
  - Views of database data
  - Overhead data
- Hardware Requirements
- Programs
- Procedures
- Personnel

## **UNIT 11-DISTRIBUTED PROCESSING SYSTEMS**

- Overview
- Differences between Teleprocessing and Distributed Processing
- Hardware Requirements
- Programs
- Data in Distributed Processing Systems
- Problems when Distributing Programs and Data
- Personnel
- Procedures

## **UNIT 12-MICROCOMPUTERS: THE PERSONAL ASSISTANT**

- The Revolutionary Aspect of Microcomputers
  - Contributing factors
  - Mass production of microcomputers
- Components of a Microcomputer System
  - Microprocessor
  - Main memory
  - I/O interface
  - Clock
- Software
  - The most expensive component
  - Programming languages
  - Spreadsheet analysis products
  - Word-processing products
  - Database managers

## **UNIT 13-THE AUTOMATED OFFICE**

- Overview
- What Word Processing is All About
- The Evolution toward the Automated Office
  - Word Processing
  - Online data processing
  - Intelligent copiers
  - Electronic mail
  - Teleconferencing

## **UNIT 14-COMPUTER CRIME AND SECURITY**

- Overview
- Categories of Computer Crime
- Computer Security
- Controls
  - Management controls
  - Organizational controls
  - Data center resource controls
  - Input/processing/output controls
- Individual Privacy Concerns

## **UNIT 15-YOU AND THE FUTURE**

*Computers at Work* was developed by Mitchell Publishing Co.

For more details and to order call toll-free (800) 323-8649  
or in Illinois (312) 987-4082 8:30-5:00 central time

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### AN INTRODUCTION FOR USERS

### COURSE 3810

#### Course Summary

SYSTEM/38: AN INTRODUCTION FOR USERS introduces the unique advantages offered by the revolutionary design of the system, discusses its various hardware and software components and their function, provides an overview of the work station, and explains the concepts of the S/38 data base. Throughout, the emphasis is on presenting the information in a non-technical language, in terms that directly relate to users.

The course also covers the typical steps involved in developing an application on the S/38 and the specific role of the user in the process. The objective here is to provide the user with the concepts and terms necessary for effective communication with the data processing staff.

#### Intended Audience

This course is for all end users who will be working with applications implemented on the System/38. It provides the foundation necessary to become well-informed users of the system. Although experience in data processing is not required, knowledge of computer literacy is helpful. First time users may wish to take the Computer Technology Group course COMPUTERS AT WORK prior to this course.

#### Materials Included

SYSTEM/38: AN INTRODUCTION FOR USERS is completely self-contained and includes:

- Four Video Modules
  - UNIT 1-MANAGEMENT OVERVIEW & S/38 HARDWARE
  - UNIT 2-S/38 SOFTWARE
  - UNIT 3-S/38 WORK STATIONS
  - UNIT 4-S/38 DATA BASE CONCEPTS
- STUDENT GUIDE
- ADMINISTRATOR'S GUIDE

#### OVERALL COURSE OBJECTIVES

Upon completion of this course, you will be able to:

- Identify the advantages of the System/38 architecture.
- Identify the hardware components and list their function.
- List the software components of the system and their application.
- Describe the steps involved in an application development process.
- Assist the data processing team in analyzing an application to define its business requirements.
- Explain the concept of Data Base and list its advantages over the traditional file oriented systems.
- Identify the major components of the System/38 data base and differentiate between the logical and physical files.
- Generally describe the security features of the System/38.
- Identify the key components of the 5291 work station and list the function of the important keys.

#### UNIT OUTLINES

##### UNIT 1-MANAGEMENT OVERVIEW & S/38 HARDWARE

- Course Structure and Objectives
- Variety of User Functions
- Evolution of IBM Systems
- Requirements of Modern Information Systems
- Key Features of System/38 and their Advantages
- S/38 Hardware and its Function
  - The System Unit
  - System Printer
  - Tape Drive
  - Fixed Disks
  - Diskettes

##### UNIT 2-S/38 SOFTWARE

- The Basic Data Processing Cycle
- Relationship between Hardware, Software, and the User
- Menus
- The CPF
- Programming Languages
- Utilities
- Ready-to-Use Packages
  - Office/38
  - MAPICS
  - DMS/38
  - HMS/38
- Application Development Process

##### UNIT 3-S/38 WORK STATIONS

- Connecting a Work Station
- Response Times
- Components of a Work Station
- Sign On and Passwords
- Status Indicators
- Keyboard Functions
- Command Keys
- Messages
- Types of Work Stations
- Connecting an IBM PC
- Work Station Printers

##### UNIT 4-S/38 DATA BASE CONCEPTS

- What is a Data Base?
- Advantages over Traditional Files
- Physical Files
- Logical Files
- Field Attributes and Validity Checks
- Data Dictionary-Field Reference File
- Backup and Recovery

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# SYSTEM/38

## COMPUTER TECHNOLOGY GROUP

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### APPLICATION DEVELOPMENT FUNDAMENTALS

### COURSE 3820

#### Course Summary

SYSTEM/38 APPLICATION DEVELOPMENT FUNDAMENTALS introduces each of the unique features of the System/38. Students learn how to perform all the tasks associated with application development, from creating all external file definitions, to coding high level language programs with their new extensions and debugging them online, to using System/38 Command Language. A carefully designed series of machine exercises gives the student hands-on experience in creating a "mini" application.

#### Intended Audiences

This course provides a framework within which the data processing staff can quickly and competently develop applications in the System/38 environment.

#### Materials Included

SYSTEM/38 APPLICATION DEVELOPMENT FUNDAMENTALS is self-contained and includes:

- Ten Video Modules
  - UNIT 1-SYSTEM/38 OVERVIEW
  - UNIT 2-STRUCTURING DATA IN PHYSICAL FILES
  - UNIT 3-"VIEWING" DATA THROUGH LOGICAL FILES
  - UNIT 4-CREATING S/38 APPLICATIONS
  - UNIT 5-CREATING DISPLAY SCREENS
  - UNIT 6-INTERACTIVE DATA BASE UTILITIES
  - UNIT 7-CONTROLLING S/38 FUNCTIONS
  - UNIT 8-MANAGING SYSTEM RESOURCES
  - UNIT 9-INCREASING PRODUCTIVITY-PROGRAMMING AIDS
  - UNIT 10-S/38 SECURITY, BACKUP & RECOVERY
- STUDENT GUIDE
- ADMINISTRATOR'S GUIDE

#### OVERALL COURSE OBJECTIVES

Upon completion of the course, you will be able to:

- Identify the advantages of the S/38 architecture.
- Identify S/38 hardware components and communications capabilities.
- Identify the characteristics of a relational data base.
- Create external file definitions for physical files, logical files and display screens.
- Identify the steps in application development and conversion.
- Use Interactive Data Base Utilities to create source code, design screen formats, maintain files and produce ad hoc reports.
- Describe the capabilities and structure of Command Language.
- Code a Command Language program to drive an application menu.
- Define the terms *object* and *library*.
- List the subsystems supplied by IBM.
- Describe the steps of job initiation.
- List the language extensions developed for RPG III and COBOL.
- Debug a program online.
- Describe the security and recovery features of the S/38.

#### UNIT OUTLINES

##### UNIT 1—SYSTEM/38 OVERVIEW

- System/38: A Unique System Design
  - Work Station Orientation
    - Work station functions
    - Access: sign-on and menus
  - Integrated Data Base
  - Access Tailored to User Requirements
  - Powerful Utilities
  - Single-Level Storage Management
  - Objects and Libraries
  - Subsystems
  - Security and Recovery
  - Externally Defined Data
  - Simplified Program Coding
  - High Level Language Extensions
  - Control Program Facility
- System/38 Hardware
  - Hardware Components
  - Communications
  - Using the IBM PC

##### UNIT 2—STRUCTURING DATA IN PHYSICAL FILES

- System/38: A Data Base Machine
  - What is a Data Base?
  - Data Base Benefits
  - Relational Data Bases
    - Representing data in table format
    - Extracting data for the "User's View"
  - Designing Data Base Systems
    - Normalization: removing data redundancy
  - S/38 Counterparts
    - Physical files
    - Logical files
    - Field reference files
  - File Descriptions
    - Record format
    - Access paths
    - Data
    - Levels and keywords
- Coding Physical File Descriptions
  - Data Description Specifications (DDS)
    - File Level
    - Record Level
    - Key Level
  - Referencing a Field Reference File
  - Source Entry Utility
- Using Source Entry Utility (SEU)
  - Using Source Files
  - Creating Source Physical Files
  - SEU Operations
    - Insert/Delete/Move/Copy
    - Format/Prompting
  - Creating Physical Files

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**COMPUTER TECHNOLOGY GROUP**  
**SYSTEM/38 VIDEO-BASED TRAINING CURRICULA**  
**COURSE SUMMARIES**

**END USERS**

**S/38: An Introduction For Users\***

This course is for all non-data processing users of the system at all levels of an organization. It is a foundation course to prepare the users in the concepts and terms associated with System/38 as well as its unique features and benefits. The system hardware and software is presented from an end user's point of view, with the functions of each described in clear business terms. End-users are also introduced to the concept of data base, its implementation on the S/38 and how it impacts their use of the information from the system. An overview of the system development process is also provided, along with a description of the user's role at all levels.

**S/38 Work Station Operator Training**

This course is for anyone who will be using the 5251/5291 type work station connected to S/38. The course introduces the work station environment and S/38 terms to provide a proper context for the work station operation. It covers all aspects of work station operation and prepares a user in the shortest possible time to become an effective operator of the display station. In sharp contrast to the way information is presented in reference manuals, the operation of the keys is presented in logical functional groups. To eliminate commonly encountered areas of confusion, where several keys perform the same or similar function, an explanation is provided to help a user choose the best combination for the task at hand. In addition to the function of each key, the system's response to the key is also explained wherever appropriate. The end users are prepared to handle error conditions and problem solving communication with the technical staff.

Hands-on exercises are provided on a separate diskette to be implemented at the user installation. Thus, students master the skills in a realistic environment of data entry, inquiry, on-line update and report generation. In short, this course helps eliminate many costly mistakes and repeated interruptions of the technical staff from routine, avoidable problems. This course also is a foundation course required for other courses in the End-User Curriculum.

**S/38 IBM PC Interface**

With the increasing use of the IBM PC as an intelligent work station among System/38 installations, a growing need for training on the proper use of the PC has emerged. End-users including executives, professionals, and administrative staff need to learn the operation of the unique hardware and software combination to extract operational data from the S/38 data files. This course addresses the use of the file transfer utility and file support programs in connection with the PC and S/38 interface.

## **DFU & QUERY For Users**

To reduce the data processing backlog, many installations are beginning to provide selected DFU and QUERY capabilities to experienced end users in a controlled environment. This course is intended for those users who want to gain a working knowledge of each of these utilities to set up simple applications or generate special reports at short notice. Hands-on exercises are provided on a separate diskette for implementation at each installation. These provide a controlled environment for mastering the skills before working with real operational applications.

## **Office/38: Worksheet/38 Applications**

This course is for all levels of users of the business modelling software. The presentation ranges from concepts of electronic spreadsheets and their use for modelling; to basic uses of the software for entering formulas, making projections and forecasts; to building a multi-level modelling system. Proper techniques of extracting data from a S/38 data base for inclusion in analytical models is also covered.

## **Office/38: Administrative Management**

This course is for all levels of end users who want to use the capabilities of the Administrative Management software supplied by IBM. Each self-contained video module of the course covers a separate functional area of the software, such as scheduling, electronic messages, and correspondence control. The course provides an overview of functions and features, as well as how to avoid common pitfalls.

## **Office/38: Text Management**

This course is for anyone who plans to use the Text Management software for word processing. The course includes a discussion ranging from entering text, simple editing, inserting and deleting text, moving and copying text, merging text from several documents, and printing a document to extracting and merging data from S/38 data files in selected documents. It presents content at several levels of use of word processing capabilities so that users can tailor training to their specific requirements. Hands-on exercises are provided to master the skills learned.



## **TECHNICAL DP PROFESSIONALS**

### **Application Development Fundamentals\***

This is a foundation course for all DP professionals working with S/38 - whether in application development, programming or operations. It covers all the necessary concepts and facilities of the S/38 hardware and software. The course stresses the unique data base architecture of the system and discusses in depth the working of logical and physical files. It takes these concepts a step beyond the basic introduction by covering the principles of data base design and first, second, and third normal forms of the relational model.

The course introduces the important capabilities of the CPF including work management, resource management, subsystems, object management, data management and security. Concepts of journaling and commitment control are also covered. The Interactive Data Base Utilities are covered in depth. Suggestions and guidelines are provided on where they are best used and where it is more desirable to other alternatives.

The focus of the course is not only on proper understanding of the concepts but also their appropriate use in real world applications.

### **S/38 Control Language Programming**

This course provides a thorough knowledge of the CL functions for programmers as well as operators. It is designed modularly to teach the use of CL commands and associated parameters for efficient execution and proper use of the system resources. Use of short CL programs and procedures for many common functions is emphasized, reducing expensive programming effort spent in writing RPG III or COBOL routines for the same functions.

### **S/38 Communications**

This course covers the basic as well as advanced aspects of S/38 communications. Procedures for 370 type or 4300 host communications, remote job entry, 3270 type devices, peer communications with other S/38s and advanced program-to-program communications are explained for programming and operations audiences.

### **S/38 Applications Programming**

This course provides separate modules for entry level non-RPG programmers and experienced RPG III programmers making the transition to the enhanced and sophisticated RPG III version. The entry level modules build programming skills from the beginning. Students learn efficient execution on the S/38 without the pitfalls of the traditional approach of teaching RPG III techniques of older systems and then adapting those techniques to the S/38.

This course includes many hands-on exercises, sample coding examples and helpful techniques to adapt the skills learned to the real world applications.

## **S/38 COBOL Applications Programming**

This course is aimed primarily at experienced COBOL programmers who have worked on systems with older architectures. It emphasizes the concepts and techniques involved with external definition of data files, use of the S/38 data base, and external definitions of display screens. The course also helps programmers make a proper choice among routines written in COBOL or CL to best perform selected functions.

\* Pricing Effective November, 1984, for courses currently available

|                                            |            |
|--------------------------------------------|------------|
| S/38: An Introduction for Users            | \$2,000.00 |
| S/38: Application Development Fundamentals | \$5,000.00 |